

広報番号 : Announcement No.	SRFJRMC-160-08
募集締切日: Closing Date	10 Sep 08
発行日: Date of Issue	28 Aug 08

<p>8.提出するもの Application and Associated Documents</p>	<p>職務状況 Working Condition</p>
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*☒ **空席応募用紙** Application for Vacancy Announcement
 *☒ **専門職務経歴書** Resume of Specialized Work Experience
 *の記入は Complete * in ☐ 日本語で Japanese ☒ 英語で English ☐ どちらでも Either
☐ 運転免許証の写し Copy of Driver's License
☐ 修了証／証明書の写し Copy of Certificate
☒ 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)
☒ 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)
 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)
☒ 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen
 applicant, copy of Alien Registration and Passport/Visa Copy

9. 応募書類提出先 Office to Submit

内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、午後 0600 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600 to 1800.):

（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible.

1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22
 米海軍横須賀基地日本人雇用課 (N132) COMNAVFORJAPAN, Human Resources Office (HRO) Yokosuka
 内線/Extension 243-8152 JN Employment Division (N132)

2. 外部（非従業員）提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka
 (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA
 管理第一係 Management Section
 電話番号 Phone 046-828-6959
 受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.

10. 事務処理欄 For Official Use

募集部隊担当者 Activity POC : Ms. Imaizumi / Ms. Satomi 軍電 (DSN) 243-4554 / 4553

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応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
 提出された応募書類はお返ししません Submitted applications will not be returned.

Under the direction of Training division head, conduct NAVSHIPREPFFAC Training Program, including:

a. Providing advice to managements on the selection of employees to attend training courses, including coordination with the English Training Division, Code 830, to test employees for competency level in the English language;

b. Providing advice and guidelines to US/JN supervisors and employees in identifying individual and group training requirements;

c. Researching sources of specialized training to meet specific requirements as required;

d. Evaluating training completed and recommending changes/modification, as necessary; coordination periodic reviews to ensure training requirements are met;

e. Coordinating with Code 810 to initiate visit clearance request to cognizant security offices of CNO and NAVSEA for MLC employees traveling to U.S. Navy sponsored training courses;

f. Reviewing and screening the annual planned training requested by codes/shops;

g. Preparing Training Announcement, Memorandums, Training job orders, DD Form 1556, Messages, Letters to implement training program smoothly and effectively;

h. Translation of training materials from Japanese to English or English to Japanese;

i. Communication with CONUS training sites for coordination of quotas, class schedules, etc.